

User's Manual

Carl D. Perkins

Accountability Follow-up

Electronic Data Collection



Fall 2007

To access the Carl Perkins Accountability system, go to the OPI Web page, www.opi.mt.gov. Click on the IRIS tab.

Address <http://www.opi.mt.gov/>

OPI Montana Office of Public Instruction

Official Mail | OPI Staff | Calendar | Video Conferences | Other Links | Home

Get Answers | Parents | Ed Data | Indian Ed | **IRIS** | Licensing | Ed News | METNET | NCLB Report Card

Key Word Search Search

Upcoming Events

October

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

18 Oct 2007 (Thu) - 19 Oct 2007 (Fri)
MEA-MFT Educators' Conference
Bozeman

18 Oct 2007 (Thu)
Putting it All Together
Character Education

Read for the Record
10/15/07
ON THURSDAY, SEPTEMBER 20, AN ESTIMATED 258,000 children across the country read *The Story of Ferdinand* to break the world record from 2006 of 150,000 children reading the same book on the same day.

"Read for the Record" is a program sponsored by Jumpstart to increase the awareness of early childhood education and literacy.

Across Montana, from Opheim to Lima, more than 2000 children read *The Story of Ferdinand* in schools, childcare centers, and libraries. In Helena, 354 children gathered in the Capitol Rotunda along with many elected officials including Governor Brian Schweitzer to read together. I am so grateful to everyone who came to the capitol to read the wonderful story of the quiet bull. To see the video of this event go to www.opi.mt.gov/Streamer/Supt/ReadForRecord_REF.mov

News Headlines
Summary of OPI Activities
October 2007 School Finance News Letter
American Indian Heritage Day Video
Montana Students Rank High in Reading and Math
OPI Network

Enter your user name and password and click "Log In."

mt.gov
Montana's Official State Website

Log in

User name:
sc0088

Password:
.....

Domain:
STATE

Advanced Options >>>

Log In

Welcome to the Citrix Enterprise Portal.

If you do not know your login info, please contact your agency help desk or system administrator.

[Install Citrix Clients](#)

How to use the Java Client without installing anything on the computer.

IRIS

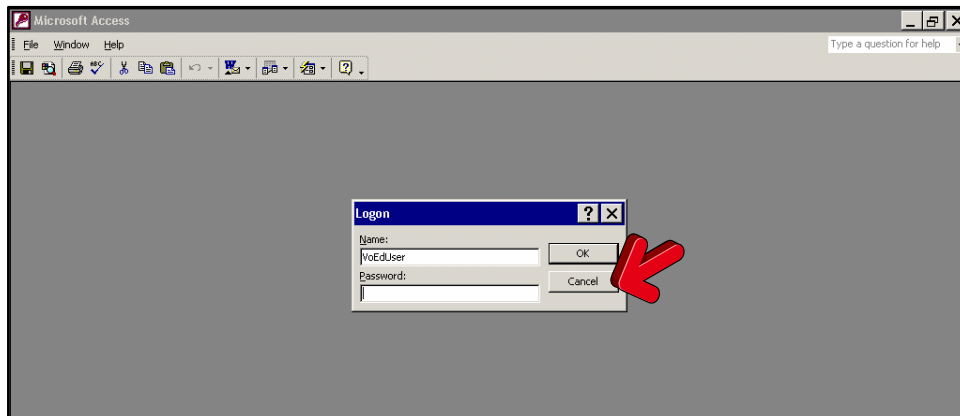
IRIS Help
View Reports
Instructions

Your user name and password is the same for all Citrix applications. Use the one assigned to your school (not district) for other Citrix applications your school uses. Your user name will begin with "SC."

Single click the “VoEd Accountability” icon.

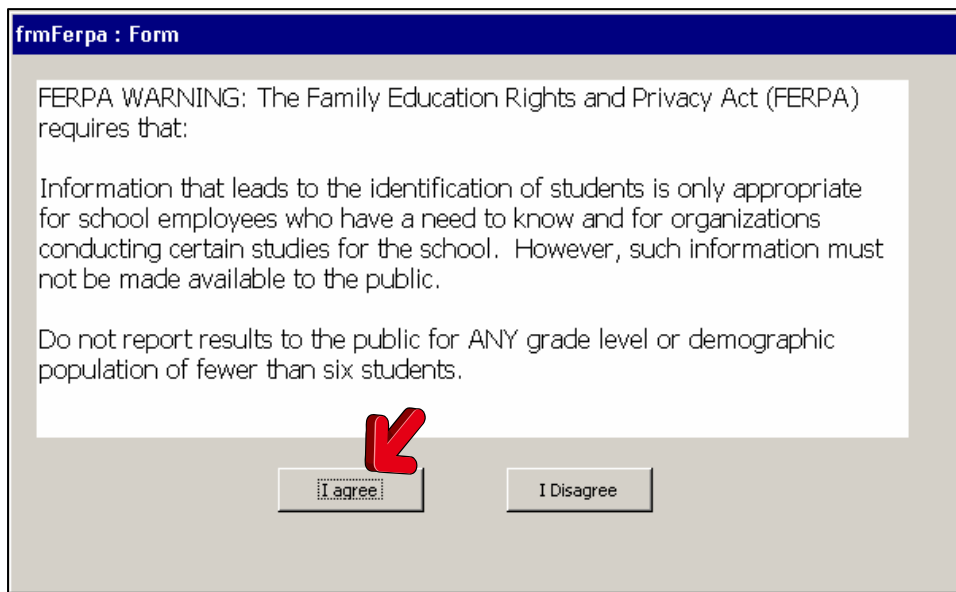


Click “Cancel” when this log-in screen comes up.



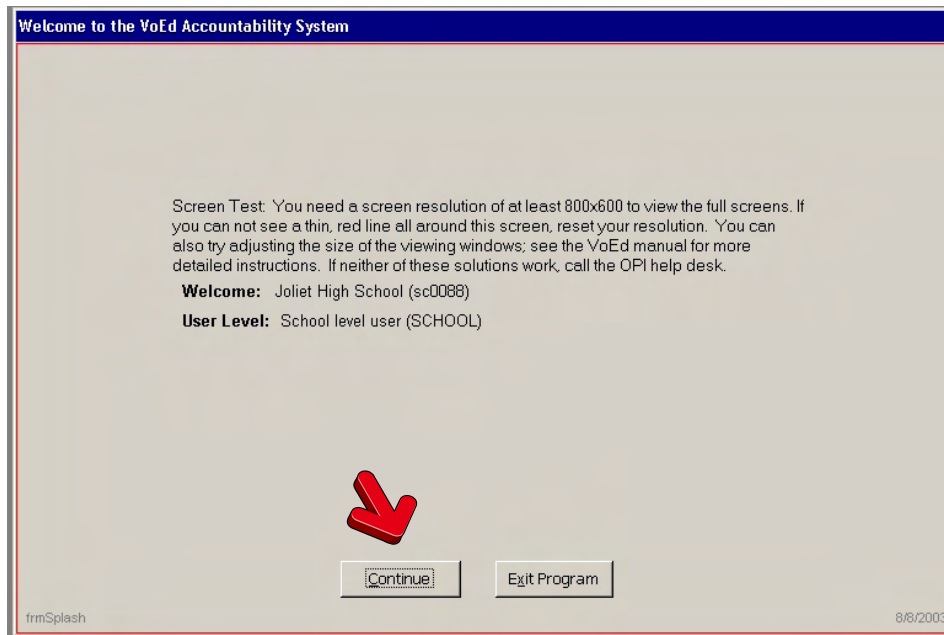
FERPA Warning

Click “I agree” to continue.

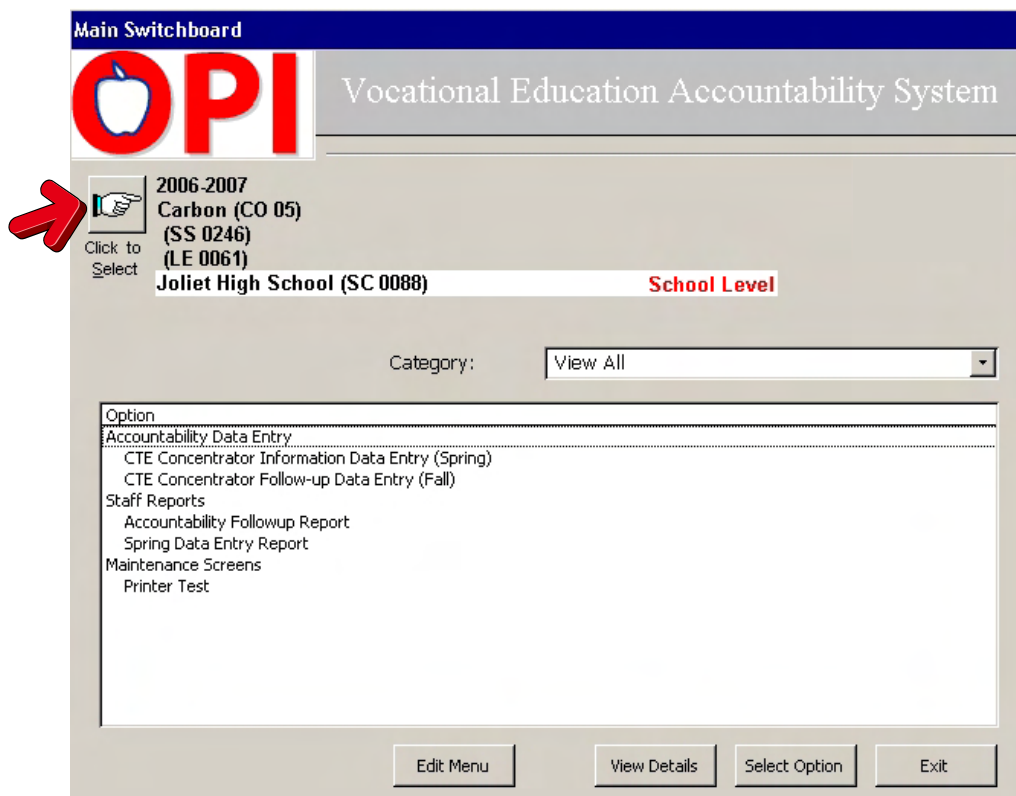


Resolution Check

If you see the thin red line, click “Continue.”



IMPORTANT!! Concentrator information is stored under school year 2006~2007. Click on this button to change the school year.



After selecting 2006-2007, click “Get Started.”

Select Your County, District, System, Coop or School

Step #1: Select a School or District Below.
Step #2: Click on the Get Started button to work with your selection -->
You can return to this screen at any time by pressing the Select button.

☒ Get Started

Working at the School Level with an Individual School.

School Year: 2007-2008
County: 2003-2004
System or Coop: 2004-2005
Legal Entity: 2005-2006
School: 2006-2007
2007-2008
2008-2009
2009-2010
2010-2011

Codes:
14
0420
0259
0358

This screen shows your current selections. The options are currently set and are based on your user id. You can modify any of the white fields. Selections here will determine what forms and reports as well as data you can work with.

frmSetGlobalDefaults

Double click on “CTE Concentrator Follow-up Data Entry (Fall)” or single click it and click “Select Option.”

Main Switchboard

OPI Vocational Education Accountability System

2006-2007
Carbon (CO 05)
(SS 0246)
(LE 0061)
Joliet High School (SC 0088) **School Level**

Click to Select

Category: View All

Option

Accountability Data Entry

CTE Concentrator Information Data Entry (Spring)

CTE Concentrator Follow-up Data Entry (Fall)

Staff Reports

Accountability Followup Report

Spring Data Entry Report

Maintenance Screens

Printer Test

Edit Menu View Details Select Option Exit

Data entered during previous data collections is prepopulated. Follow-up data should be entered in the empty fields. Use the drop-down menus when appropriate.

frmStudentFollowup : Form

VoEd Concentrator Followup Data Entry

**2006-2007
Carbon (CO 05)**

Last Name: First Name:

Vocational Concentrator ID:

Gender: Tech Prep: Race/Ethnicity:

-OPTIONAL- Description of current situation - Field or Type of Work/Training (ie: airplane mechanic, agriculture etc.):

High School Completion Status:

Program Concentration Area:

Current Primary Situation:

Date Student Contacted:

Projected Year of Graduation:

Record: of 11

Districts that used ID numbers will see numbers instead of names on this and subsequent screens.

See "Helpful Information" section on page 10.

If you prefer, you can enter data using the Multi-Record view.

frmStudentFollowup : Form

VoEd Concentrator Followup Data Entry

**2006-2007
Carbon (CO 05)**

Last Name	First Name	Vocational Concentrator ID	Gender	Tech Prep	High School Completion Status
Doe	Ginger		F	N	
Doe	Jack		M	N	
Doe	Jacqueline		F	N	
Doe	Jacques		M	Y	
Doe	James		M	Y	
Doe	Jane		F	Y	
Doe	Jared		M	N	
Doe	Jennifer		F	N	
Doe	John		M	N	
Doe	Joseph		M	Y	
Doe	Judith		F	Y	

Record: of 11

When you have finished entering your follow-up data, click “Exit.” Your entries automatically save upon exit. You can return to the program at any time to make additions or corrections.

frmStudentFollowup : Form

VoEd Concentrator Followup Data Entry

2006-2007
Carbon (CO 05)

Last Name: Doe First Name: Ginger High School Completion Status: [dropdown]
Vocational Concentrator ID: [empty] Program Concentration Area: Family and Consumer Science
Gender: F Tech Prep: N Race/Ethnicity: White, Non-Hispanic Current Primary Situation: [dropdown]
Date Student Contacted: [empty] Projected Year of Graduation: 2007
-OPTIONAL- Description of current situation - Field or Type of Work/Training (ie: airplane mechanic, agriculture etc.): [empty]
Record: 1 of 11

Multi-Record View Exit

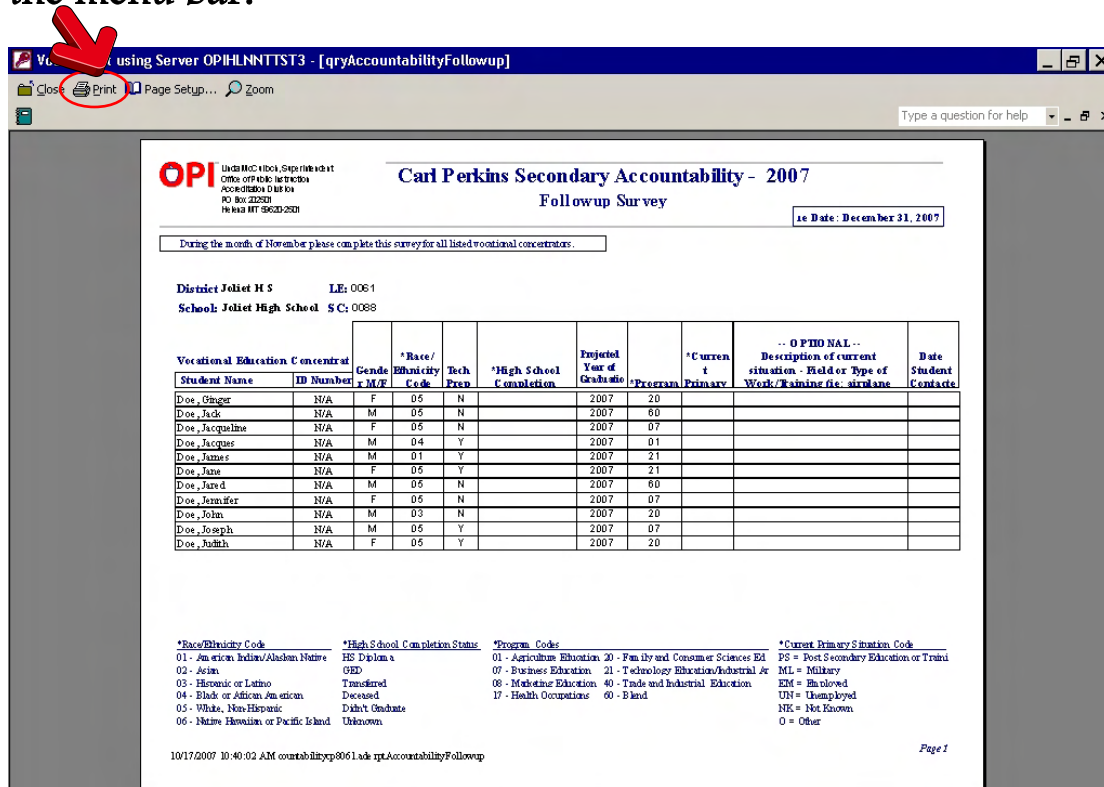
To print a copy of your records, double click on “Accountability Followup Report” under the Staff Reports heading on the Main Switchboard page, or single click it and click on “Select Option.”

Main Switchboard

Vocational Education Accountability System

2006-2007
Carbon (CO 05)
(SS 0246)
(LE 0061)
Click to Select
Joliet High School (SC 0088) School Level
Category: View All
Option
Accountability Data Entry
CTE Concentrator Information Data Entry (Spring)
CTE Concentrator Follow-up Data
Staff Reports
Accountability Followup Report
Spring Data Entry Report
Maintenance Screens
Printer Test

This will bring up a report that can be printed by clicking “Print” on the menu bar.



OPI (Office of Public Information)
Office of Public Information
Accountability Division
PO Box 222801
Hawaii 96722-2801

**Carl Perkins Secondary Accountability - 2007
Followup Survey**

as Date: December 31, 2007

During the month of November please complete this survey for all listed vocational concentrators.

District: Joliet H S LE: 0061
School: Joliet High School SC: 0088

Vocational Education Concentration		Gender	Race/Ethnicity	High School Completion	Projected Year of Graduate	Current Program	Current Primary Situation	Date Student Contacts
Student Name	ID Number	M/F	Code	Y/N			Description of current situation - Field or Type of Work/Training/etc. (if available)	
Doe, Ginger	N/A	F	05	N	2007	20		
Doe, Jack	N/A	M	05	N	2007	60		
Doe, Jacqueline	N/A	F	05	N	2007	07		
Doe, Jacques	N/A	M	04	Y	2007	01		
Doe, James	N/A	M	01	Y	2007	21		
Doe, Jane	N/A	F	05	Y	2007	21		
Doe, Jared	N/A	M	05	N	2007	60		
Doe, Jennifer	N/A	F	05	N	2007	07		
Doe, John	N/A	M	03	N	2007	20		
Doe, Joseph	N/A	M	05	Y	2007	07		
Doe, Judith	N/A	F	05	Y	2007	20		

***Race/Ethnicity Code**
01 - American Indian/Alaskan Native
02 - Asian
03 - Hispanic or Latino
04 - Black or African American
05 - White, Non-Hispanic
06 - Native Hawaiian or Pacific Islander

***High School Completion Status**
HS Diploma
GED
Transferred
Dropped
Didn't Graduate
Unknown

***Program Code**
01 - Agriculture Education
07 - Business Education
08 - Mathematics Education
17 - Health Occupations
20 - Family and Consumer Sciences Ed
21 - Technology Education/Industrial Art
40 - Trade and Industrial Education
60 - Band

***Current Primary Situation Code**
PS - Post Secondary Education or Training
ML - Military
EM - Employed
UN - Unemployed
NK - Not Known
O - Other

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You will be given the choice of saving this file as a pdf document or printing a paper version.

Print Message

The report will be saved as a PDF on your C: drive in a folder called OPI Reports. Saving reports as PDF is faster and provides you with a permanent electronic copy that you can print locally or email. These reports are accessible by toggling your screen from IRIS to your explorer window and opening the C:\OPI Reports folder.

The speed for saving to disk is a function of the speed of your modem. 56K modems are slower than DSL, Cable, T1, or Fiber internet connections.

If you must print directly, select the Print button, otherwise press Ok now.

OK - Save As PDF Print Cancel

frmPrintMessage

Click "Close" to exit the report.

VoEd - Test using Server OPIHLNNTTST3 - [qryAccountabilityFollowup]

Close Print Page Setup... Zoom

Type a question for help

OPI Under NCAC v1001, September 1997
Office of Public Instruction
Accreditation Division
PO Box 20220
Harrisburg, PA 17105-0220

Carl Perkins Secondary Accountability - 2007
Followup Survey

as Date: December 31, 2007

During the month of November please complete this survey for all listed vocational concentrators.

District: Joliet H S LE: 0061
School: Joliet High School SC: 0088

Vocational Education Concentrator	Gender	Race/Ethnicity	Tech Prep	High School Completion	Project Year of Graduate	Current Program/Primary	Current Primary Situation - Field or Type of Work/Training (ie: airplane)	Date Student Contacts
Student Name	ID Number	M/F						
Doe, Ginger	N/A	F	05	N	2007	20		
Doe, Jack	N/A	M	05	N	2007	60		
Doe, Jacqueline	N/A	F	05	N	2007	07		
Doe, Jacques	N/A	M	04	Y	2007	01		
Doe, James	N/A	M	01	Y	2007	21		
Doe, Jane	N/A	F	05	Y	2007	21		
Doe, Jared	N/A	M	05	N	2007	60		
Doe, Jennifer	N/A	F	05	N	2007	07		
Doe, John	N/A	M	03	N	2007	20		
Doe, Joseph	N/A	M	05	Y	2007	07		
Doe, Judith	N/A	F	05	Y	2007	20		

*Race/Ethnicity Code
01 - American Indian/Alaskan Native
02 - Asian
03 - Hispanic or Latino
04 - Black or African American
05 - White, Non-Hispanic
06 - Native Hawaiian or Pacific Islander
Unknown

*High School Completion Status
HS Diploma
GED
Transferred
Deceased
Didn't Graduate
Unknown





*Program Codes
01 - Agriculture Education 20 - Family and Consumer Sciences Ed
07 - Business Education 21 - Technology Education/Industrial Ar
08 - Marketing Education 40 - Trade and Industrial Education
17 - Health Occupations 60 - Blind

*Current Primary Situation Code
PS = Post Secondary Education or Training
ML = Military
EM = Employed
UN = Unemployed
NK = Not Known
O = Other

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Page 1

Helpful Information

- ★ **Current Primary Situation Field:** When a student fits in a combination of situations, code the student according to the PRIMARY situation.
 - If a student is attending post-secondary education full-time and working part-time, code this student as “PS Education.”
 - If a student is working full-time and a member of the Montana National Guard part-time, code this student as “Employed.”
- ★ You can navigate through the data without using the mouse by using the tab and/or Enter (Return) keys for forward movement and the shift+tab keys for backward movement. In drop-down fields, typing the first letter of the field choice will populate the field.
- ★ Records save automatically when you advance to the next record and/or exit the program.
- ★ Use the navigation buttons at the bottom of the screen to move between records. Use   to move to the previous/next record. Use   to go to the first or last record.
- ★ The Escape key will clear all fields in an unsaved record.
- ★ There is no “Submit” button. The Accountability system is a “real-time” system so you are submitting as you are entering.
- ★ If you find a student who was incorrectly included in the concentrator database, DO NOT DELETE the student. Call Karla Beagles at (406) 444-9019 or e-mail kbeagles@mt.gov for assistance.

Carl D. Perkins Contact Information

Office of Public Instruction
Division of Career, Technical and Adult Education
T.J. Eyer, Administrator
Karla Beagles, Accountability Specialist
PO Box 202501
Helena, MT 59620-2501
(406) 444-9019
(406) 444-1373 (fax)
www.opi.mt.gov/CTE

This manual is also available on the CTE page of the OPI Web site
<http://www.opi.mt.gov/CTE>

All student information in this booklet is fictional.



"The Office of Public Instruction is committed to equal employment opportunity and non-discriminatory access to all our programs and services. For information or to file a complaint, contact Kathy Bramer, OPI Title IX/EEO Coordinator at (406) 444-3161 or kbramer@mt.gov."